

Remote Proctoring Overview

A proctor or testing center is someone or somewhere that ensures academic integrity by monitoring the conditions under which an exam is administered. From time to time instructors may feel it necessary to require proctored assessments; these situations may call for the use of a remote proctor or testing center.

A Remote Proctor/Testing Center may be:

- A college or university testing center
- A military educator or officer with higher rank than the student
- A certified testing site/center

A Remote Proctor may not be:

- A fellow student
- A subordinate of the student
- A co-worker, peer, or friend
- Related to the student in any way
- An employer or supervisor

Online classes are taken by students for a variety of reasons, many of which preclude students from commuting to a CAC site. Additionally, students in any class may face transportation barriers, time (work/family) constraints, or disabilities. CAC's guideline is to permit remote proctoring if the student demonstrates the inability to commute to a CAC site or is more than 20 miles from a CAC site where proctoring is available.

[Instructions for Students](#)

It is your responsibility to select your own proctor/testing center based on the stated guidelines, to notify the instructor of that choice, to obtain approval from the instructor, and to set up an appointment with the proctor to take the exam. Use the CAC Remote Proctoring Form for this process. It is your responsibility to pay any fees charged by the proctor/testing center.

Process for Students:

- Select a test site and proctor
- Find out about fees and the test schedule availability
- Fill out and submit the Remote Proctor Request Form to the instructor
- Once approved, contact the site to schedule a day and time to take the exam
- Take the test at the time agreed upon by the instructor. Any variations require instructor approval
- Should you experience technical issues, ask the proctor to contact the instructor, and reschedule the exam.

[Instructions for Faculty](#)

Instructors who agree to teach online and/or hybrid classes agree to permit remote proctoring in those classes. To simplify the facilitation of the exam, tests should, whenever possible, be delivered through Blackboard. This eliminates the need for faxing and mailing of documents, and permits codes to be used to regulate access.

Process for Faculty:

- Contact the prospective proctor/testing center if he or she meets the qualifications
- Inform the student of your approval or denial of the requested proctor
- Inform the student of the date/time range for taking exam
- Email the Proctor Agreement Form to the proctor/testing center and request that they E-mail it back to you from their official E-mail account, with typed signature.
- Once the Proctor Agreement Form is signed and returned, provide the proctor with the testing guidelines, the test information and details and the password for the exam.
- If the remote proctor/testing center experiences technical issues, be flexible and, when appropriate, reschedule the exam.

Remote Proctoring Overview

Remote Proctor Request Form

Date: _____

Student Information	
Student Identification Number:	
Student Phone Number:	
Student CAC E-mail:	
Course Number:	
Course CRN:	
Reason for Request:	
Proctor Information	
Proctor's Name:	
Proctor's Title:	
Institution:	
City, State:	
Official business phone:	
Official business E-mail:	
Instructor Information	
Instructor's Name:	
Instructor CAC E-mail:	